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Executive Registry
63-8727

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Report on Class of Air Accommodations Utilized

25X1 REFERENCE : [redacted]

1. This memorandum is for information only.

2. As required by reference, this Office has been providing periodic reports on the class of air accommodations utilized by Agency travelers. There is attached a summary report, by major components, reflecting the extent of utilization of the various classes of air accommodations based on vouchers processed at Headquarters from 13 November 1962 to 30 September 1963.

3. Since the issuance of reference, the Agency-wide co-operation in encouraging air travelers to use air accommodations less costly than first-class when feasible has been commendable. Some indication of the success of this Agency-wide effort is evidenced by the attached summary report. A comparison of the Agency totals for Period I, 13 November to 31 December 1962, with Period IV, 1 July to 30 September 1963, reflects an approximate 40 percent increase in the proportion of air travel by exclusively less than first-class accommodations and a better than 50 percent decrease in the proportion of exclusively first-class travel.

4. In view of the foregoing and of the pending revision of Agency travel regulations which, with specified exceptions, will require air travelers to utilize air accommodations less costly than first-class where available, the preparation of periodic reports such as the attached will be discontinued. Detailed breakdowns by offices of the type previously furnished with the summary report are not provided with the current report since it is assumed there will be no need for such data in view of the establishment, by regulation, of a new Agency policy requiring extensive mandatory use of less than first-class air accommodations.

[redacted] 25X1

Acting Comptroller

Attachment

(EXECUTIVE REGISTRY FILE Comptroller SECRET)

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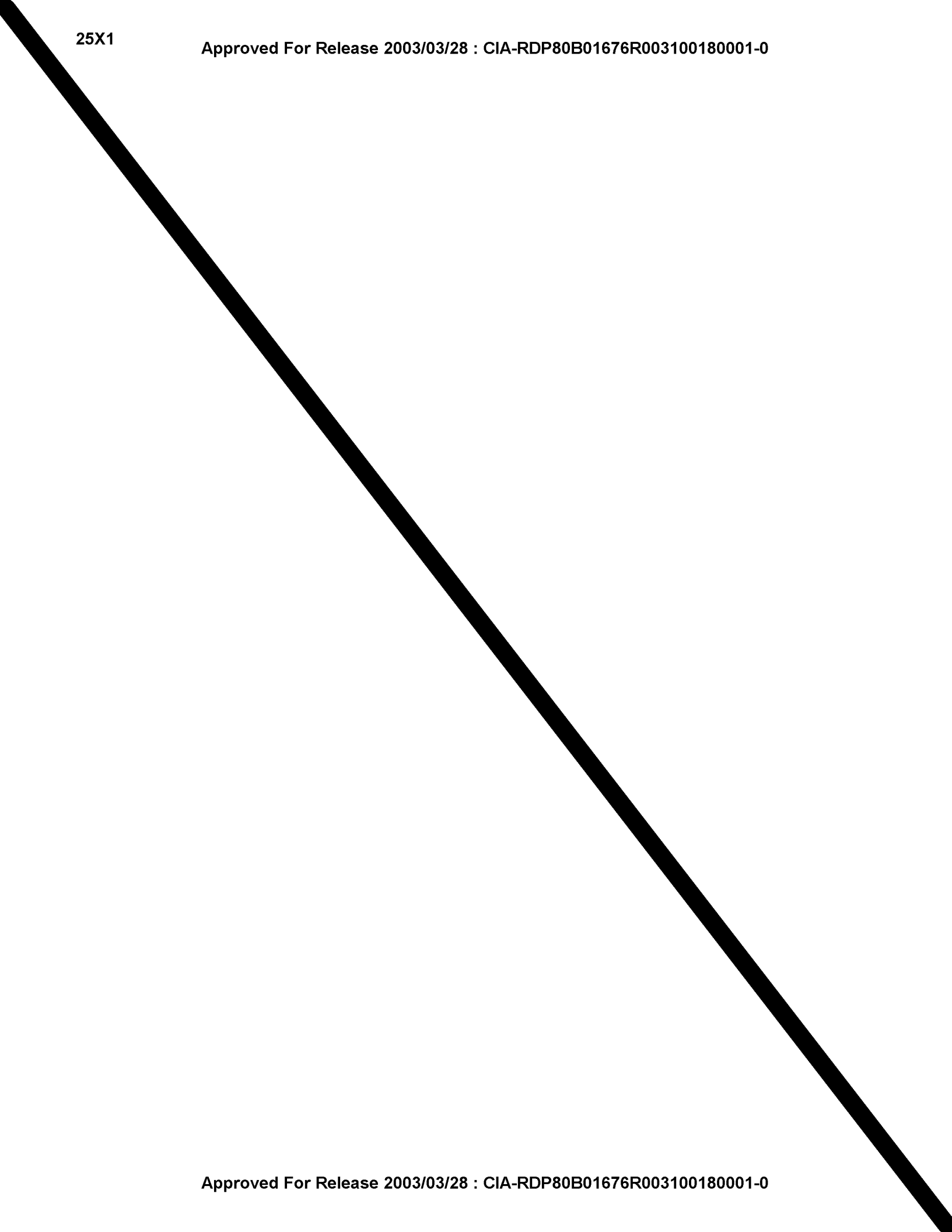

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